

April 1, 2003

To: Fiscal Officers of All State Agencies

From: Gary Janak
Department of Planning and Budget

Subject: Pay Supplement for Employees Called to Active Military Duty – New Subobject Code

On Wednesday, March 26, 2003, Governor Warner signed Executive Order Number Forty-Four (2003) entitled, Supporting State Employees Who are Called to Active Duty. The executive order can be found on the Governor's website at this address – http://www.governor.state.va.us/Press_Policy/Executive_Orders/html/EO_44.html The Department of Human Resource Management also released its policy and procedures to help implement the program on March 31.

The Governor's policy provides for supplemental pay for classified state employees called to active duty military service in the armed forces of the United States, in cases where military pay is less than the employee's normal state pay. The policy provides, to the extent possible, for supplemental pay based on the difference between the state employee's base salary and the active duty pay and allowances paid to the employee for serving in the armed forces.

The policy applies to all classified state employees. In addition, heads of executive branch agencies are authorized to adopt similar policies for non-classified, full-time employees. Likewise, agencies in all branches of government are invited to adopt a similar policy.

For planning purposes, the Secretaries of Administration and Finance agree on the need to establish a subobject code to capture the amount of pay expended under this policy. To comply, the Department of Planning and Budget has set up the following subobject code effective immediately.

1132, Salaries, Active Military Supplement. Include expenses for supplemental pay based on the difference between the state employee's base salary and the gross military pay plus allowances paid to the employee for service in the armed forces of the United States. Use this code for classified and non-classified employees covered by the executive order per DHRM guidelines. Benefits will continue to be charged to the 1110 series of subobject codes. This action complies with EO 44 (2003) and guidelines issued by the Department of Human Resource Management. [Eff. 3/26/03]
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We ask that agencies use the new subobject code when expending funds under the policy. Please note, benefit costs would continue to be expended under the 1110 – Benefit subobject code series. This information is also on our website at <http://www.dpb.state.va.us/forms/forms.cfm>.

The Department of Planning and Budget has run out of subobject code numbers for many parts of the expenditure structure. To set up this subobject code, we had to eliminate a long-standing code entitled, "Commissions and Fees." We have talked to the agencies that have expended \$500 or more under the old code about the need to make the change. For any other agencies, we apologize.

If you have any questions, please call Don Darr (804-786-1131) or Gary Janak (804-786-2200) in the Department of Planning and Budget.

C: Secretary of Administration
 Secretary of Finance
 State Controller
 Director of the Department of Human Resource Management
 Director of Department of Planning and Budget

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